



Audit Committee
16000 North Civic Center Plaza
Conference Room – CH4F Council Conference Room
Surprise, AZ 85374

April 14, 2016

MEETING MINUTES - draft

The meeting was called to order at 2:30 pm by Bob Wingenroth, City Manager. Mr. Wingenroth proceeded to discuss the role of the Audit Committee, explained that the Auditor currently reports to the City Manager however, as we move forward will be looking at the appropriate reporting of the auditor to assure that the position works independent.

Audit Committee staff members and Committee Members, introduced themselves. They are as follows:

ACSM - Bob Wingenroth, City Manager Carol Holley, Auditor, Lindsey Duncan, Finance Director, Tammie Hollowell, Chief Information Officer

CM: Councilman Skip Hall, Councilman Roland Winters, Sharon Ward, Assistant Branch Manager of Amtrust Bank a division of New York Community Bank, Arden Engmark, Retired Citizen telephone background member of ORCA,

Absent: Melissa Holdaway, co-founder and Chief Executive Officer of Arizona Charter Academy

Auditor provided the Audit vision:

The development of personnel, systems, and processes that delivers innovative and effective auditing services

Mission statement:

To provide independent, objective, accurate, and timely auditing services that are designed to improve operations, cultivate transparency, and accountability

2016 Goal:

The first year will conduct a City Wide Risk Assessment, Charters and Resolution and an Annual Audit Plan. By accomplishing these tasks a peer review can be done within three years.

2017 Goal:

Continuous Monitoring Program based on what is compatible with our new system, Annual Internal Audit Performance Report and FY2018 Annual Audit Plan.

CM Hall requested frequent reporting of Program audits to assist in justifying program build outs

CM Winters requested more oversight audits.

Materials that will be passed out to the committee before the next meeting is the Yellow book which is the Governmental Auditing Standards, draft Charter for the Audit Committee and for the Auditing Division, and draft Resolutions. The Charter and Resolution will need to go to Council for approval.

Future Agenda:

The Committee agreed to hold monthly meetings for a few months while we get the committee started. Followed by quarterly meetings, meeting site will be moved to the Overflow Room.

Selection of Chair and Vice-Chair will be held at the next meeting when all members are present. CM Hall feels that Councilmembers should be excluded as Chair or Vice-Chair.

Draft Audit Plan

First Audit Report

The next Audit Committee will be held May 12th or 19th at 2:30 p.m.

The meeting adjourned at 3:44 p.m.

Submitted by

Bob Wingenroth, City Manager

The foregoing instrument is a full, true and correct copy of the original document on file in the office of the City Clerk, City of Surprise, Arizona.

ATTEST BY: _____
Gloria Bianco, Committee Secretary

DATE: _____